

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Our Mission
"Honoring California's Veterans"



Classification: Supervising Registered Nurse (Salary: \$5,060.00 - \$6,551.00)

Tenure/Time Base: Permanent, Full-time

Location: Veterans Home of California - Lancaster
 45211 30th Street West, Lancaster, CA 93536
 Temporary (Approx. 1 yr.) Offices Currently At:
 6150 Van Nuys Blvd., Van Nuys, CA 91401

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement are encouraged to apply. **SROA/SURPLUS PROVISIONS APPLY.** Eligible honorably discharged veterans are encouraged to apply provided the above criteria are met. For those individuals who do not meet the above criteria, you may qualify to take or apply for a civil service examination based on minimum qualifications for the classification. To view all civil service examinations offered by the State of California or the CA Department of Veterans Affairs, please visit our website at www.cdva.ca.gov. You may also view other examinations offered by the State Personnel Board at www.spb.ca.gov.

Duties and Responsibilities:

Under the direction of the Administrator, the Supervising Registered Nurse is responsible for duties including but not limited to:

- Schedules and coordinates multidisciplinary/weekly team meetings to ensure quarterly updating review of all resident care plans. Makes suggestions through appropriate channels for revising procedures and policies when indicated. Participates in committees formed to improve quality of resident care as requested.
- Works all shift, as necessary to identify problems; effects change as necessary. Regularly makes rounds with physician and charge nurse to review treatment program. Acts as coordinator and evaluator of patient care on assigned units to ensure 24-hour continuity of patient care; utilizes patient care plan and multi disciplinary staff meetings to ensure continuity of patient care.
- Plans staffing patterns and assigns staff to meet patient needs on an unlimited per week basis. Responsible for supervising and evaluating the performance of licensed personnel on units; ensures that appropriate shift lead evaluates and supervises subordinate staff, including use of counseling and corrective action necessary. Audits charts regularly to ensure compliance with regulations and to measure quality of patient care. Responsible for assuring that staff maintain accurate and current written documentation of patient care including direct audits as necessary for record completeness and accuracy. Assists infection control nurse in monitoring and reporting.
- As necessary, ensures that health teaching/training is conducted for staff and residents. Regularly monitors and reviews patient care plans to ensure that nursing personnel and other responsible disciplines are updating and utilizing patient care plans.
- Collaborates with Nursing Education Department to develop present in-service education programs for all staff. Responsible for ensuring orientation of new personnel. Ensures that safety precautions and regulations for patients and staff are observed at all times. Educates staff in optimum standards of patient care; monitors for compliance.
- Ensures adequate provision and availability of equipment and supplies necessary for maintaining the unit.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
 Human Resources Division
 1227 "O" Street, Room 404
 Sacramento, CA 95814
Attn: Jacquie Ruiz, M80#042G 08/09

Inquiries:

Voice: (916) 653-2535
 TDD: (916) 653-1966

Note: In Line #12 on the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process. Please place Attn: J. Ruiz and M80#042G-08/09 on your application.

Final Filing Date: Until Filled

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

RELEASED: 9.29.08